

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. PAGE 1 OF 7 PAGES

2. AMENDMENT/MODIFICATION NO.:  <p style="text-align: center;"><b>001</b></p>	3. EFFECTIVE DATE  28MAR2006	4. PURCHASE REQUISITION NO.:  NA	5A. SOLICITATION/CONTRACT/PROJECT TITLE  O&M SERVICES - ACF FACILITY-MANASSAS, VA
			5B. PROJECT NO (If applicable)
6. ISSUED BY  <p style="text-align: center;"><b>ARCHITECT OF THE CAPITOL</b>                  United States Capitol                  Washington, D.C. 20515</p>		7. ADDRESS AMENDMENT/MODIFICATION TO Architect of the Capitol Procurement Division Ford House Office Building, Room H2-263 Attn: (CAROLYN HORNE) Second and "D" Streets, S.W. Washington, DC 20515	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)   <p style="text-align: center;">TO ALL CONTRACTORS</p>		(X)	9A. AMENDMENT OF SOLICITATION NO. <b>AOC060085</b>
			9B. DATED (See Item 11) <b>27MAR2006</b>
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (See Item 13)

## 11. THIS ITEM APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers is NOT extended .  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning 1 copies of the amendment;  
 (b) By acknowledging receipt of this amendment in Block 12 of the AOC 33 or Block 19 of the AOC 1442 of the original solicitation package, giving amendment number and its date; or  
 (c) By separate letter which includes a reference to the solicitation and amendment numbers.  
**FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter, provided each letter makes reference to the solicitation and this amendment, and is received prior to the opening/receipt hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)    N/A

## 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS AND MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

Check One	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)(1)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor \_\_\_\_\_ is not, \_\_\_\_\_ is required to sign this document and return it to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION       SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME OF CONTRACTING OFFICER (Type or print)
15B. OFFEROR/CONTRACTOR  _____ (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA  By _____ (Signature of Contracting Officer)
	16C. DATE SIGNED

CONTINUATION PAGE TO AOC 30

Page 2

AMENDMENT NO.: 001      Solicitation No.: AOC060085

1. This Amendment No. 001 is issued to the above referenced Solicitation Number to replace pages with those that have corrections and/or changes made to them as identified by the black lines in the right margin. Please replace the following pages with those currently in the solicitation package.

(a) **Section G:** Pages 1, 4, and 7.

(b) **Section I:** Page 13 and 14.

2. All other aspects of the solicitation shall remain unchanged.

**SECTION G  
CONTRACT ADMINISTRATION DATA**

**TABLE OF CONTENTS**

<b>AOC52.201-1</b>	<b>CONTRACTING OFFICER’S AUTHORITY</b>
<b>AOC52.201-2</b>	<b>CONTRACTING OFFICER’S TECHNICAL REPRESENTATIVE (COTR)</b>
<b>AOC52.211-1</b>	<b>KEY PERSONNEL</b>
<b>AOC52.211-2</b>	<b>APPROVAL OF SUBSTITUTE CONTRACTOR PERSONNEL</b>
<b>DELETED</b>	
<b>AOC52.223-5</b>	<b>SPECIAL SECURITY REQUIREMENTS - SERVICES</b>
<b>AOC52.223-7</b>	<b>SPECIAL SECURITY CLEARANCE AND INSPECTION PROCEDURES</b>
<b>AOC52.223-8</b>	<b>DELIVERY VEHICLE INSPECTION REQUIREMENTS</b>

**SECTION G**  
**CONTRACT ADMINISTRATION DATA**

**AOC52.223-5 SPECIAL SECURITY REQUIREMENTS - SERVICES (MAR 2006)**

- (a) All vehicles, and contents, used by the Contractor or his subcontractors, which enter or leave United States Government property during performance of the work, will be subject to clearance, inspection and identification procedures conducted by the United States Capitol Police. See the attachment entitled "U.S. CAPITOL POLICE NOTICE" for instructions prior to delivery.
- (b) All persons entering the Legislative Branch Buildings shall gain access to the building by passing through x-ray screening devices. In addition, all handbags and all hand-carried items shall be screened by x-ray devices prior to their entry into the building.
- (c) All personnel provided by the Contractor and employed on the site of the work will be subject to a security background investigation. Each employee will be required to fill out an I.D. Request Form and U.S. Capitol Police Request for check of Criminal History Records and each employee will be photographed and fingerprinted. The Contractor shall provide any assistance required by any of its employees in completing the forms.
- (d) Prior to commencement of work, the contractor and all designated on-site employees will be required, on a one-time basis, to be fingerprinted in Washington D.C. The location for the Electronic Fingerprinting Service is the U.S. Capitol Hill Police, Fairchild Building, 499 South Capitol Street, S.W., Washington, DC..
- (e) Within seven (7) calendar days after the date of contract award, the Contractor shall submit to the Contracting Officer's Technical Representative (COTR) a list of all employees proposed to be employed on this contract. This list shall include the employee's full name, date of birth and social security number.
- (f) While security background investigations are in process, the Contractor's employees must not be granted access to the Capitol Hill complex to perform work or provide services for the AOC unless they are escorted by an AOC staff member. "Escorted" is defined to mean that the AOC staff member will remain with the employee(s) at all times during the performance of the work. Any of the Contractor's employees who are perceived by the Contracting Officer as a security risk as a result of evidence discovered in the background security investigation, will not be issued an Identification Card, will be denied access to the site of the work, and the Contractor will be directed to remove such employee from performance of any of the contract work, whether it be on or off the work site. Any contractor employee denied access to the site of work on a contract or task/delivery order as a result of a security investigation may not apply for access to any other AOC U.S. Supreme Court contract or task/delivery order work site.
- (g) An identification card, with photograph, will be prepared for each employee of the

**SECTION G**  
**CONTRACT ADMINISTRATION DATA**

(viii) Contractor name, if shown on the vehicle.

(2) Information for deliveries made through the Mobile VACIS unit must be faxed to (202) 228-4313. For verification of receipt, the contractor may call (202) 224-9728.

(3) Updates to the above information for Mobile VACIS deliveries must be sent to the U.S. Capitol Police throughout the period of performance of the contract.

**(c) 4700 Shepherd Parkway SW inspection facility. All other vehicles making deliveries to the above listed locations except for the Thomas Jefferson, John Adams, and James Madison Memorial Library of Congress buildings and the U.S. Supreme Court shall utilize the off-site inspection and screening facilities at 4700 Shepherd Parkway SW, Washington, DC in compliance with instructions as provided elsewhere in this contract. Directions to the facility are as follows:**

- ☐ Traveling south on Interstate 295, take exit #1 (marked - US Naval Research Lab). At the 3<sup>rd</sup> traffic light, turn left on to Shepherd Parkway. Make an immediate right after passing under I-295. Approximately 2/10 of mile south, take the 2<sup>nd</sup> left into 4700 Shepherd Parkway.
- ☐ Traveling north on Interstate 295, take exit #1 (marked - US Naval Research Lab). Take the 1<sup>st</sup> left off of the exit ramp just before passing under I-295. Approximately 2/10 of a mile south, take the 2<sup>nd</sup> left into 4700 Shepherd Parkway. The entrance will be just past the DC Fire Academy on the left.

(End of clause)

**END OF SECTION G**

## SECTION I CONTRACT CLAUSES

- (2) Name, address and Taxpayer I.D.of Contractor;
- (3) Invoice Date;
- (4) Period the payment covers; and
- (5) Amount by line item including quantity and unit pricing (see “SCHEDULE OF ITEMS” in Section B).

(b) *Requirement when contractor employee(s) is provided on-site office space.* As verification of the above time records submitted by the Contractor, each of the Contractor’s employees will be required to sign and submit to the COTR a weekly time record sheet, as provided by the Architect, showing the number of regular and overtime hours, if any, worked by that employee during that week. The time record sheet will be verified and countersigned, if correct, by the COR and a copy thereof will be provided to the Contractor for record purposes.

(c) Payments will be made directly to the contractor’s financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor’s attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other Than Central Contractor Registration.

(End of clause)

### AOC52.232-3 PAYMENTS - SERVICES REQUIRING TIME RECORDS (MAR 2006)

(a) Invoices shall be issued at the end of each month in which services are performed by the Contractor. Properly certified invoices shall be FAXED to the Accounting Office, Architect of the Capitol, at 202-226-2580. Information concerning requirements for payment requisitions must be secured by telephoning the Accounting Officer at (202) 226-2552. Payment will be made on a monthly basis. To assist the AOC in making timely payments, the Contractor is requested to furnish the following additional information on the invoice:

- (1) Contract number;
- (2) Name, address and Taxpayer I.D.of Contractor;
- (3) Invoice Date;
- (4) Unique Invoice Number for that Particular Invoice
- (5) Period the payment covers; and

**SECTION I**  
**CONTRACT CLAUSES**

(6) Amount by line item including quantity and unit pricing (see "SCHEDULE OF ITEMS" in Section B).

(b) Each invoice shall itemize the total man-hours of services by labor category and unit price (see "SCHEDULE OF ITEMS in Section B) for each TO completed during the payment period. The Contractor shall keep accurate time records for each of his personnel employed in the work, and certified copies of the Contractor's time record shall be submitted with each invoice for payment.

(c) Requirement when contractor employee(s) is provided on-site office space. As verification of the above time records submitted by the Contractor, each of the Contractor's employees will be required to sign and submit to the COTR a weekly time record sheet, as provided by the Architect, showing the number of regular and overtime hours, if any, worked by that employee during that week. The time record sheet will be verified and countersigned, if correct, by the COR and a copy thereof will be provided to the Contractor for record purposes.

(d) Payments will be made directly to the contractor's financial institution through Direct Deposit/Electronic Funds Transfer (DD/EFT). The Contractor's attention is directed to the requirements of AOC52.232-6, Payment by Electronic Funds Transfer - Other than Central Contractor Registration.

(End of clause)

**AOC52.232-6 PAYMENT BY ELECTRONIC FUNDS TRANSFER - OTHER THAN CENTRAL  
CONTRACTOR REGISTRATION (JUN 2004)**

(a) *Method of payment.* (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to delay payment until such time as the Government makes payment by EFT (but see paragraph (d)).

(b) *Mandatory submission of Contractor's EFT information.* (1) The Contractor is